



## **Academic Affairs Division**

# **MEDICAL SONOGRAPHY PROGRAM**

# **STUDENT HANDBOOK**



## **WELCOME**

Congratulations on being accepted into the medical sonography program. During the next two years, you will experience preparation for entering the field of medical sonography through classroom, lab, and clinical settings.

This student handbook will acquaint you with the various policies and procedures that are relevant to South Piedmont Community College (SPCC) and the Medical Sonography program as well as the policies and procedures designed to meet standards and requirements defined by the Joint Review of Diagnostic Medical Sonography (JRCDS) and the Commission on Accreditation of Allied Health Programs (CAAHEP). South Piedmont Community College is accredited as a general concentration Sonography program.

You should refer to the SPCC Student Handbook for all policies and procedures relating to college academics, student behavior, and other areas. Copies of the SPCC Student Handbook may be obtained in the Student Services Division or may be viewed on the website at [www.spcc.edu](http://www.spcc.edu). Limited policies may be found in this handbook or in course syllabi.

The SPCC Medical Sonography program is accredited through JRCDS and CAAHEP. Therefore, some policies and procedures contained in this handbook and within your program reflect these accreditation requirements and standards and may be different from other SPCC health programs. Contact the Commission on Accreditation of Allied Health Education (CAAHEP) Programs at 25400 US Highway 19N, Suite 158, Clearwater, FL 33763 or call 727-210-2350 for questions regarding accreditation.

## **NON-DISCRIMINATION STATEMENT and Title IX**

The Board of Trustees and the administration of South Piedmont Community College (SPCC) are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SPCC does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law. SPCC commits itself to positive action to secure equal opportunity regardless of those characteristics. Should an employee or student feel their rights under Title VI, VII, or IX have been violated, they may mail a harassment complaint, including sexual harassment, to the Human Resources Office by mail at PO Box 126, Polkton, NC 28135. Correspondents will be directed to the Title IX Coordinator, Elaine Clodfelter, Director of Student Advocacy and Accountability and/or Title IX Deputy Coordinator, Lauren Sellers, Associate Vice President of Human Resources and Payroll.

## **DISCLAIMER**

All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. Students in the Medical Sonography Program will be notified of these changes when they occur.

## **DISABILITY SERVICES**

Students who need accommodations due to disabilities, chronic medical conditions, or pregnancy complications resulting in difficulties with accessing learning opportunities should contact Disability Services at [counselors@spcc.edu](mailto:counselors@spcc.edu) or 704-290-5844 and apply for accommodation. Students can find more information and the application for accommodations on the [Disability Services webpage](#).

## **MISSION STATEMENT**

The Medical Sonography Program seeks to prepare students who are skilled in current practice as entry level medical sonographers who can competently and safely perform sonographic procedures. The program strives to support and encourage students to actively participate in the profession and pursue lifelong learning. The faculty aim to build a foundation for entry level sonographers who display the personal qualities of integrity, dependability, reliability and who function as active members of the healthcare team.

## FIELD OF MEDICAL SONOGRAPHY

The Society of Diagnostic Medical Sonography states that sonography is a diagnostic medical procedure that uses high frequency sound waves to produce dynamic visual images of organs, tissues, or blood flow inside the body. This type of procedure is called a *sonogram*. There are several areas of specialization within the field of sonography: abdominal, obstetrics and gynecology, breast, cardiac, vascular, and pediatrics. The SPCC Medical Sonography program will prepare you for your physics, abdominal, obstetrics (OB/GYN), breast, and vascular certifications.

The SPCC Medical Sonography program is a two-year associate degree program. You will be expected to **continuously** acquire knowledge and understanding related to medical sonography including physics, cross-sectional anatomy, and abdominal, introductory vascular, and obstetrical/gynecological sonography sciences. You will develop skills related to patient care, communication, interpersonal relations, and the use of good judgment.

Evaluation of your performance will be based on assessments covering all phases of course content, evaluation of clinical performance, and evaluation of scanning techniques based on standard course protocol.

Graduates of this program are eligible to take the National Certification examinations administered by the American Registry for Diagnostic Medical Sonographers (ARDMS) and the American Registry of Radiologic Technologists (ARRT-RTS) in ultrasound physics and instrumentation and specialty examinations, including abdominal, and ob/gyn.

Employment opportunities for program graduates include clinics, physicians' offices, mobile services, hospitals, equipment sales, equipment applications, and educational institutions.

### CODE OF ETHICS FOR THE PROFESSION OF DIAGNOSTIC MEDICAL SONOGRAPHY

*Approved by SDMS Board of Directors, December 6, 2006*

#### PRINCIPLES

**Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:**

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

**Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:**

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA) or the International Organization for Standardization (ISO).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.

- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recredentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

**Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:**

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

(\* Society of Diagnostic Medical Sonographers website, [www.sdms.org](http://www.sdms.org))

**MEDICAL SONOGRAPHY PROGRAM OUTCOMES**

- 1.4 Upon graduation the learner will possess the knowledge and demonstrate the skills necessary to successfully obtain employment, become a credentialed diagnostic medical sonographer and function as a valuable part of a diagnostic healthcare team. The goal is met as stated in the JRCEDMS standard “To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains”
- 1.5 The learner will demonstrate knowledge and understanding of human gross anatomy and sectional anatomy.
- 1.6 The learner will demonstrate knowledge and understanding of acoustic physics, Doppler ultrasound principles, and ultrasound instrumentation to create diagnostic ultrasound images.
- 1.7 The learner will use critical thinking to demonstrate knowledge and understanding of physiology, pathology and pathophysiology.

**SPCC CORE SKILLS AND LEARNING OUTCOMES**

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical competencies for student achievement and lifelong learning in today’s global economy. These critical competencies will be supported by six (6) core skills with identified measurable learning outcomes and integrated into the Learning College’s instruction and activities.

To ensure the attainment of these core skills, South Piedmont Community College has established the following Core Skills Learning Outcomes:

❖ **Written Communication**

The learner will exchange ideas and information with others using written text in a manner effective and appropriate for the intended audience.

❖ **Oral Communication**

The learner will exchange ideas and information with others using the spoken word in a manner effective and appropriate for the intended audience.

❖ **Critical Thinking**

The learner will identify, interpret, analyze, or synthesize problems before developing and implementing solutions in a manner effective and appropriate for the intended audience.

❖ **Intercultural Competence**

The learner will demonstrate cultural awareness and objectivity through critical reflection

❖ **Information Literacy**

The learner will locate, identify, evaluate, use, and disseminate information ethically and responsibly.

### PERFORMANCE REQUIREMENTS

The following are examples of activities that you will be required to perform in order to successfully complete any Allied Health or Nursing program:

1. **Critical Thinking:** Possess critical thinking ability sufficient for clinical and class judgment. Example: You must be able to identify cause and affect relationships in clinical situations, perform ultrasound exams of which you must relate ultrasound characteristics to normal and abnormal anatomy and piece together patient symptoms, lab values, and sonographic characteristics to make assumptions in regard to case studies.
2. **Ethical Behavior:** Provide services with respect for human dignity and the uniqueness of the patient/client unrestricted by consideration of socioeconomic status, personal attributes, or the nature of health problems. Example: You will care for patients/clients assigned regardless of race, gender, religion, or diagnosis and uphold integrity as a medical professional.
3. **Legal Behavior:** Provide care within the scope of practice as stated in the Society of Diagnostic Medical Sonographers Code of Conduct. Example: You will abide by the National HIPAA standards in regard to patient privacy and take responsibility for your own actions.
4. **Interpersonal Skills:** Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: You will establish rapport with patients/clients and health care team members by behaving in a professional, courteous manner.
5. **Communication Skills:** Possess communication abilities sufficient for verbal and nonverbal interaction with others, regardless of language or physical barrier. Example: You will be able to **clearly** explain sonographic procedures to the patient/client/family, document patient/client responses, and report to others regarding patient care.
6. **Mobility:** Possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extended periods of time and push and pull large equipment from one place to another.
7. **Motor Skills:** Possess gross and fine motor skills sufficient to provide safe and effective patient care. Example: You will be able to calibrate equipment, maneuver equipment, position patients/clients, assist the Sonologist, etc.
8. **Hearing Skills:** Possess auditory ability sufficient to monitor health needs and collect data. Example: You will be able to listen to other alarms, listen to heart and breath sounds, and hear a cry for help as well as identify pitch differences on Doppler applications.

9. Visual Skills: Possess visual ability sufficient for observation and data collection. Example: You will be able to determine color differences on the Doppler scale and gray scale differences on two-dimensional ultrasound display.
10. Tactile Skills: Possess tactile ability sufficient to master eye-to-hand coordination. Example: You will be able to move the transducer through an organ while manipulating the instrument controls and looking at the screen.
11. Weight Bearing: Possess the ability to lift and manipulate/move 40-50 pounds. Example: You will be able to move equipment, position patients, etc.

## **STUDENT CONDUCT EXPECTATIONS**

While in class, lab, or clinical setting, you are required to maintain standards of dress and grooming that are consistent with good hygiene and professional conduct.

### **Dress Code**

Classroom, Lab and Clinical: While in the classroom, lab, or clinical setting, you will wear the South Piedmont Community College student uniform for the Medical Sonography program. You must follow agency dress codes.

- ❖ While in uniform, you may not chew gum, smoke, or vape.  
The Medical Sonography program uniform consists of royal blue scrubs, a white lab jacket (optional), white or black shoes, and SPCC student I.D. badge. Instructors may require modification of any uniform not meeting clinical standards. All parts of the uniform must be kept clean, neat, wrinkle free, fit appropriately and not have any stains or tears.
- ❖ SPCC I.D. badges are to be worn at all times.
- ❖ If you are found in non-compliance with any of the above requirements, you may be sent home and will not receive credit for attendance.
- ❖ For repeat violations of the above requirements, you may be put on an Action Plan and possibly be denied progression in the program.

### **Grooming (applicable to classroom, lab, and clinical)**

- ❖ Hair (male and female) must be worn at or above the collar in a professional style. Long hair must be clean, worn up and pulled back away from the face. Hairpieces are permitted if conservative, clean, and secure, and no safety hazard is presented. Hair must be of a natural color.
- ❖ Beards, moustaches, and sideburns must be kept neatly trimmed.
- ❖ Fingernails should be clean and cut so that they do not extend beyond the fingertips. No fingernail polish, artificial nails, or nail tips are allowed.
- ❖ Necklaces, bracelets, and other non-functional ornaments may not be worn with the Medical Sonography uniform.
- ❖ Engagement, wedding, and class rings, wrist watches, and earrings may be worn. Earrings must be round and not more than one-half inch in diameter and conservative in style and function and only worn in the ear lobe. No more than one earring per ear is permitted at all times in class, lab, and clinical.
- ❖ No earlobe expanders are allowed. Open holes larger than that of an ear piercing will need to be covered.
- ❖ Sunglasses may not be worn in the classroom, lab, or clinical area unless prescribed by a physician or optometrist.
- ❖ No observable body piercing or tattoos are allowed. All tattoos must be covered when in lab, class or clinical. Facial piercings are considered body piercings and are not allowed. The only exception to this rule is a stud nose piercing or stud eyebrow piercing. These must be covered with a clear retainer at all times during class, lab, or clinical.
- ❖ No belly button piercings are allowed during lab time.

**SPCC Allied Health and Nursing  
Appearance Guidance Chart**

ITEM	ACCEPTABLE	NOT ACCEPTABLE
<b>Uniform</b>	Adhere to program specific uniform selection. Clean, neat, non-wrinkled, in good repair and appropriate size.	Soiled, wrinkled, noticeably worn, and too tight or too loose. When standing, sitting, stooping, bending, or reaching, skin shows around the waistline or at the cleavage or mid-chest line.
<b>SPCC I.D. Badges</b>	Worn in an easily visible spot, on outer layer of clothing at or above the chest. Must be worn during class, lab, clinical, community service events and functions of the Allied Health/Nursing programs.	No SPCC I.D. badge, or worn in a place that is difficult to read (for example, waistband, lower pocket of lab coat).
<b>Hair</b>	Hair (male and female) must be worn at or above the collar in a professional style. Long hair must be worn up and pulled back away from the face, in a secured tight manner. No ribbons or colorful ornaments. Artificial weaves/wigs must be conservative, natural color, clean, secured and not a safety hazard. Hair must be of a natural, conservative color. Beards, moustaches, and sideburns must be kept neatly trimmed.	Extremes in hairstyles or color, messy buns or loose hair hanging below collar length. Colorful ribbons or ornaments (for example, bands, shells, etc.) Unkempt facial hair.
<b>Hygiene</b>	Use of deodorant and good oral and body hygiene.	Not using deodorant or heavy scent of tobacco smoke, body odor, perfume, fragrant lotions, aftershaves and mouth odor.
<b>Jewelry</b>	Engagement, wedding ring, wrist watch and earrings that are no more than one-half inch in diameter and conservative in style and only wore in the ear lobe.	Multiple bracelets, necklaces or rings. Dangling earrings and larger than one-half inch earrings. Multiple piercings in the ear (for example, cartilage piercings).
<b>Make-up</b>	Natural looking	Excessive make-up
<b>Fingernails</b>	Clean and cut so they do not extend beyond the fingertips. No fingernail gel or polish, artificial nails, or nail tips.	Not clean, extended beyond the fingertips. Polished or gel and artificial nails.
<b>Body Piercing</b>	No observable body piercings including facial piercings. Any stud nose piercings, stud eyebrow and cartilage piercings must be covered with a clear retainer at all times during class, lab, clinical and community service or program functions. Earlobe expanders with open holes larger than that of an ear piercing is covered.	Body piercings not covered with a clear retainer. Tongue jewelry
<b>Tattoos</b>	Tattoos covered	Tattoos uncovered
<b>Head gear</b>	None – no hats, ball caps, or cowboy hats	In any class, lab or clinical.
<b>Undergarments</b>	Adequate and appropriate undergarments are worn. No exposed undergarments.	Visible underwear, including thongs, etc.
<b>Shoes</b>	Program approved, clean and polished.	Scuffed, dirty, unpolished, untied, visibly worn shoes. Open toed shoes.
<b>Necklines</b>	Conservative necklines that does not reveal underwear, cleavage or excessive chest hair	Plunging neckline or tops that expose cleavage or chest hairs.
<b>Sunglasses</b>	None, unless prescribed by a physician or optometrist.	Sunglass not prescribed.



## **Student Work Policy**

All activities required in the program will be educational and students will not be substituted for staff. Therefore, all clinical experiences are educational and unpaid. (Per JRC-DMS)

## **ATTENDANCE**

Regular attendance and participation are essential to student learning and successful completion of a course. South Piedmont Community College recognizes that students are adults with many responsibilities and occasionally absences are unavoidable. However, absences in no way lessen the student's responsibility for meeting the requirements of the course.

### **Department Requirements**

A curriculum department may be more stringent in its attendance requirements than as stated in the College's attendance policy but cannot be more lenient. If a department decides to have more stringent attendance requirements, then all instructors in the department must incorporate these requirements into their syllabi and advise their students of these requirements at the first class meeting of each course. If an external accrediting agency requires a more stringent attendance policy for a program in a department than the College's attendance policy, that requirement will be incorporated into the syllabi. Changes to the College's attendance policy must be approved in advance by the Vice President and Chief Academic Officer, Academic Affairs.

### **Absences for Religious Observances**

South Piedmont Community College will authorize two excused absences each semester (fall and spring) for religious observances required by the faith of a student.

SPCC requires that the student provide written notice of the request for an excused absence a minimum of two weeks prior to the date of the religious observance. The student will be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. The student must communicate with the instructor in advance of the absence to determine how and when the missed work will be completed.

### **Census Dates**

Entry into classes at SPCC requires students to have physically attended or to have logged into their Canvas courses in order to remain in the program. Entry into a course must occur by the census date/10 percent point for the course. Census dates differ depending on the type of course in which the student is registered.

Traditional or web-enhanced classes: Students must be physically present by the census date/10 percent point for the course. Students who have not attended any class meeting by the census date will be considered "Never Attended" and removed from the course.

Distance learning or online classes: Students must log into Canvas AND complete the Start Up Activity by the census date/10 percent point in the course. Students who have not logged into Canvas and completed the Start Up Activity by the census date will be considered "Never Attended" and removed from the course.

Blended classes: Students must log into Canvas AND complete the Start Up Activity by the census date/10 percent point in the course OR must have physically attended a seated class meeting by the census date/10 percent point in the course. Students who have neither logged into Canvas and completed the Start Up Activity by the census date NOR attended a seated class meeting by the census date will be considered "Never Attended" and removed from the course.

## Medical Sonography Attendance Policy Fall and Spring Class/Lab

### Class Attendance

**ONE CLASS ABSENCE PER SEMESTER IS ALLOWED WITHOUT PENALTY.** Two tardies will constitute an absence. If there is a true emergency and you cannot attend class, it is necessary to phone your instructor and notify her by voice mail or text message prior to the start of class. Should you find it necessary to miss class, you are responsible for all assignments and material covered during your absence. All Canvas assignments should be turned in on time and will not be accepted otherwise. You will have one week from the date of the absence to make up all in class work, excluding in class testing. Absences on test (quiz, test or exam) days will result in a zero for the test except in cases of extenuating circumstances with written documentation. **Any violation of this attendance policy may result in an immediate action plan with a final warning being issued which could result in dismissal from the program.**

**TWO TARDIES ARE ALLOWED WITHOUT CONSEQUENCE.** Upon occurrence of the third tardy you will be placed under a **red flag warning**. Further violation of the written red flag warning will result in an **action plan**. Violation of the action plan can result in immediate dismissal from the medical sonography program.

**Please note no absences are allowed during summer semester. One tardy is allowed without consequence.**

## Medical Sonography Attendance Policy Fall and Spring Clinical

### Clinical Attendance

**ONE ABSENCE EACH SEMESTER IS ALLOWED WITHOUT CONSEQUENCE.** Two tardies will constitute one clinical absence. If there is a true emergency and you cannot attend clinical, it is necessary to phone your instructor and notify her by voice mail or text message before your scheduled clinical start time. You must also call your clinical site and speak to your preceptor. Do not leave a message. Extenuating circumstances may allow exceptions for this rule, but are at the discretion of the Program Director and Clinical Coordinator. However, you must make up clinical time because of accreditation standards. Make up for additional clinical absences will be scheduled at the discretion of the Program Director and Clinical Coordinator and clinical site. All correspondence for makeup dates and times must be documented and approved through email to your clinical instructor.

**Leaving clinical experiences before the scheduled completion time will be considered an absence.** Faculty must be notified any time you leave the clinical site if other than at the scheduled departure time. This must be done prior to leaving the clinical site. Again, you must call or text your clinical instructor of record. Note: If the clinical site asks that you be removed or not return for any reason, this may result in failure of the course and dismissal from the program.

**Any violation of this attendance policy may result in an immediate action plan with a final warning being issued which could result in dismissal from the program.**

**TWO TARDIES ARE ALLOWED WITHOUT CONSEQUENCE.** Two tardies will constitute one clinical absence. You are expected to report to your clinical site on time as designated each semester by your clinical instructor. Staff members are relying on your presence, and the patient/client is relying on you for his/her care. If you are going to be late, you must call your clinical site preceptor prior to the beginning of the clinical time. Do **NOT** leave a message. Talk to your preceptor or supervisor. Also, you must call or text your clinical instructor of record prior to your clinical start time. Failure to comply with this procedure may result in dismissal from the program.

Upon occurrence of the third tardy you will be placed under a **red flag warning**. Further violation of the written red flag warning will result in an **action plan**. Violation of the action plan can result in immediate dismissal from the medical sonography program.

**Please note no absences are allowed during summer semester. One tardy is allowed without consequence.**

**Appointments, non-emergent procedures and personal business should be scheduled at times that do not conflict with class, lab, or clinical time.**

### **Clinical Preceptor Interaction:**

You are not allowed to be employed by or exchange any services with a clinical preceptor for any reason. Bringing preceptors gifts or food is not allowed while in the Medical Sonography program. You are not allowed to communicate with your preceptors through personal phone numbers, personal emails or social media. All communication should be through work phone numbers and work email accounts. If you are contacted by a preceptor through your personal email, personal phone number or social media please reply through their work phone or email. If you or your preceptors have questions about this policy clarification can be provided by your clinical instructor or program director.

## **COURSE EXPECTATIONS**

### **Assignments**

All assignments--class, lab, or clinical--are due as specified in the course syllabus. Late assignments will not be accepted unless there is an extenuating circumstance and you seek prior approval from your instructor.

You are not allowed to use the same work for two different Medical Sonography classes without documented, written permission from the instructor. Duplication of work by submitting the same primary work in two separate classes is a violation of the SPCC Academic Integrity policy, which can be found in the SPCC Student Handbook, and will result in failure of the course in which duplication of the work occurred.

At the instructor's discretion, all papers to be handed in, with the exception of clinical paperwork, are to be typed, double-spaced, on standard white typing paper and secured firmly in a binder. (Notebook paper with holes punched is not acceptable.) These papers must cite sources in parenthetical notes and list sources in the bibliography/references. Points will be deducted from your paper if not written in the assigned form, i.e., APA, MLA or Biomedical writing styles.

### **Testing**

Zeros will be given for any tests that are due on the day of an absence. Students are responsible for contacting their instructor in any or all classes if there is an extenuating circumstance that would prohibit their attendance at any time. Students are expected to make contact with their instructors ahead of time whenever possible. At the instructor's discretion, extenuating circumstances MAY allow for exceptions to this rule. However, instructors are NOT required to accept extenuating excuses, and exceptions to this rule should be rare.

It is your responsibility to arrange a time with your instructor to make up all missed testing, announced or unannounced. If you are present or can be present on the test day, it must be taken on that day. The test must be taken the day you return to school (class or clinical) or a zero will be given.

Please refer to individual class syllabi for changes to testing policy.

### **Final Exams**

It is mandatory that you take the final exam during the scheduled time for the exam. If there is some extraordinary reason you cannot be present for the final exam, arrangements should be made with the instructor to take the exam at the earliest possible time. The grade from this exam is final.

## **PROGRESSION GUIDELINES**

The following guidelines apply to students enrolled in the Medical Sonography program at South Piedmont Community College. These guidelines supplement the Student Code of Conduct as stated in the SPCC Student Handbook and are designed to ensure compliance with the American Registry of Diagnostic Medical Sonographers (ARDMS), the Society of Diagnostic Medical Sonographers, and the Joint Review of Diagnostic Medical Sonography (JRCDMS).

### **Program Progression**

Progression in the Medical Sonography program is dependent on each of the following:

- ❖ Satisfactory completion of all prerequisites and corequisites for each course in the program.
- ❖ Passing all courses in the Medical Sonography curriculum map with a grade of 80 or higher.

- ❖ Maintaining a cumulative GPA of 2.0 or higher.
- ❖ Ability to complete a clinical rotation at any required clinical site. If a clinical site issue conflict prevents a student from progressing, the Program Director will review and evaluate the circumstances. The decision will depend on the nature of the clinical issue as outlined below (Dismissal from the Program).
- ❖ Maintaining behavioral, physical, emotional and performance standards as outlined by the:
  - ❖ SPCC Student Handbook
  - ❖ Medical Sonography Student Handbook
  - ❖ SDMS Code of Conduct
  - ❖ JRCEDMS Accreditation Standards and Requirements for graduates

### **Dismissal from the Program**

Dismissal from the Medical Sonography program may occur if you (1) fail to meet progression criteria and/or (2) demonstrate unsafe or unsatisfactory behavior that conflicts with safe healthcare practices. Unsafe or unsatisfactory behavior includes, but is not limited to, the following:

- ❖ Violation of the academic and clinical integrity policy. Any act of dishonesty may lead to program dismissal.
- ❖ Violation of the HIPAA confidentiality policy.
- ❖ Falsification of any school records or clinical agency records.
- ❖ Willful destruction of school or clinical agency property.
- ❖ Intoxication or use of illegal drugs while in the clinical area or on school property.
- ❖ A pattern of unsafe clinical behavior, i.e., performing procedures without supervision, walking out of the room during a procedure, performing invasive exams without checking/confirming patient identification, misidentification of anatomy, multiple incidences of falsely creating or missing pathology, giving medication to the patient or any other action outside of your scope of practice, negligence, etc.
- ❖ One incident of gross unprofessional conduct, i.e., raising voice in an inappropriate manner (shouting/screaming); hitting or cursing a patient, student, SPCC faculty or staff, and/or health team member, unwillingness to cooperate with the faculty and/or clinical site preceptors/personnel, etc.
- ❖ Lack of respect for program faculty, staff, and classmates.
- ❖ Any willful or intended act that endangers the health, safety, or well-being of another person (physical, verbal, or sexual harassment or abuse).
- ❖ Physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time. This period of time can be defined by the number of clinical hours mandated each semester by the accrediting board. If these hours are impeded and cannot be met, the student must withdraw from the program.
- ❖ Violation of school or clinical agency policies.
- ❖ Omission of essential components of sonographer care regardless of whether actual injury to the patient is established.
- ❖ Failure to protect the patient's well-being.
- ❖ Repeated failure to recognize and/or promptly report significant patient information allowing for potential patient harm.
- ❖ Inability to complete a clinical rotation at all required clinical sites. This includes the refusal of any clinical site to allow you to begin participation, continue, or return for clinical rotation at their site.
- ❖ Failure to demonstrate awareness of one's own limitations in the practice of medical sonography or to seek appropriate assistance when limitations are recognized.
- ❖ Failure to accept personal responsibility for learning.
- ❖ Requiring an inordinate amount of faculty supervision/time due to inadequate preparation for clinical practice, poor clinical decision making skills, or violations of safety principles and practices that jeopardizes the required supervision of other students by faculty. An "inordinate amount of faculty supervision/time" indicates that the student consistently requires a significantly longer period of time to complete care assignments than would other students at the same point in the program.
- ❖ We expect you to uphold integrity and not allow your preceptors to comp you on exams that you did not complete.
- ❖ Consistently documented failure to apply instruction, previously learned principles, practices in the field of Medical Sonography, and improvement in scanning skills.
- ❖ Failure to meet requirements of an Action Plan.

## Appeal of Course Grade Procedure

1. Any student wishing to appeal a grade must consult with the instructor issuing the grade within five (5) working days after the respective course grade is posted in WebAdvisor. The consultation may be in person, on the phone or by electronic correspondence. After the student has made a reasonable effort to contact the instructor and the instructor has not responded, the student should proceed to Step 2 and contact the supervisor of the respective division/department.
2. If, after consultation with the instructor, the complaint is not resolved, the student should consult with the supervisor of the division/department in which the instructor taught the course for which the questioned grade was issued *within ten (10) working days after the date the grade was posted in WebAdvisor*. If the instructor is a division/department supervisor, the student should contact the Vice President of Academic Affairs/Chief Academic Officer. The consultation may be in person, on the phone or electronically.
3. Should the matter remain unresolved after consulting with the division/department supervisor, a formal appeal of the grade must be made in writing *within fifteen (15) working days after the grade was originally posted in WebAdvisor*. This appeal may be submitted to the Vice President of Academic Affairs/Chief Academic Officer by U. S. Postal Service, by email or in person. The appeal must list the (1) student's full name, mailing address, phone number, email address and SPCC student identification number; (2) course number, title, section, and time scheduled; (3) instructor; (4) grade issued; (5) error charged by the student; (6) date and time of consultation with the instructor; (7) date and time of consultation with the chair; (8) any corrective action being requested; and (9) request for on campus, conference call, or electronic review by the Student Appeals Team. The letter must also include all documentation supporting the reason for the appeal, including copies of graded work, syllabus, etc. The student will receive notification of receipt of the appeal letter.
4. Within ten (10) working days of the receipt of the appeal by the Vice President, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing, whether to be held on campus, by phone or electronically. Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call or electronically.
5. The Student Appeals Team will notify the instructor and the student of the decision on the appeal within five (5) working days after the review. The decision of the Appeals Team is final.  
The Student Appeals Team is an ad hoc team appointed by the Vice President and will consist of five members to include three faculty members, one Student Services staff member, and one student. A quorum of the Student Appeals Team will be necessary to hear an appeal.

## Dismissal Appeal Procedure

1. A formal appeal of the program dismissal must be received in writing within three (3) working days after the dismissal. This appeal may be submitted to the Vice President of Academic Affairs/Chief Academic Officer by U. S. Postal Service, by email or may be hand delivered. The appeal must list the (1) student's full name, mailing address, phone number, email address and SPCC student identification number; (2) course number, title, section, and time scheduled; (3) instructor; (4) reason for dismissal; (5) date and time of the incident; (6) any corrective action being requested; and (7) request for on campus, conference call, or electronic review by the Program Dismissal Appeals Team. The letter must also include all documentation supporting the reason for the appeal. The student will receive notification of receipt of the appeal letter.
  - a. Upon the receipt of the appeal letter, the student will be placed on the status of dismissal pending. While in the status, the student may not attend any program activities (classroom, clinical, lab or club activities)
2. Within three (3) working days of the receipt of the appeal by the Vice President of Academic Affairs/CAO, the Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing. Both parties may present pertinent information. At the discretion of the Team, other pertinent individuals may be contacted for additional information, either in person, by conference call or electronically.
  - a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may bring one support person (not an attorney) to this meeting. The support person is not to be active in the meeting discussions. The student may not record this meeting but may take notes.
3. The Vice President of Academic Affairs/CAO will notify the instructor and the student of the decision on the appeal within three (3) working days after the review. The decision of the Appeals Team is final.

The Appeals Team is an ad hoc team appointed by the Vice President and will consist of five members to include three program faculty members, one Student Services staff member, and one student. A quorum of the Appeals Team will be necessary to hear an appeal.

### **Reapplication to Health Programs**

Reapplication is required for all Medical Sonography applicants if you have withdrawn from the program or been dismissed for any reason. The guidelines for the admissions process for health programs as described in the SPCC catalog section “Admissions for Allied Health and Nursing Programs” must be followed. *If you have been suspended for academic reasons you must consult and gain approval from the Dean of the School of Health and Public Safety. If you have been suspended for disciplinary reasons you must consult and gain approval from the Vice President of Student Services.*

### **Graduation**

In order to receive a degree in Medical Sonography, you must:

- ❖ Have a 2.0 GPA (grade point average) in your major, an overall 2.0 GPA. (Note: must have a grade of 80 in all Medical Sonography courses)
- ❖ Met all CPT requirements.
- ❖ Satisfied all division or departmental requirements.
- ❖ Returned all property of the College.
- ❖ Paid all fees due to the College.
- ❖ Paid your graduation fee and ordered your cap and gown.
- ❖ Met all residency requirements.

Graduation exercises will be conducted at the end of spring semester for students who will complete **all** coursework by the end of the summer term.

## **GENERAL INFORMATION**

### **Supplies**

The key to a smooth beginning is organization with folders/notebooks for each subject and lab material kept separate from theory material.

- ❖ Book bag for books, composition books or notebook paper for notes, highlighters (assorted colors), pencils, or pens are recommended.
- ❖ Although electronic devices such as laptops and iPads are not required, they have proven beneficial to learning.
- ❖ A tape recorder **may** be used in class **if** you receive permission from the instructor before the beginning of each class.
- ❖ You must purchase the Medical Sonography uniform.
- ❖ During the final fall semester of the program, the student is required to apply for and complete the ARDMS SPI examination. The cost of this exam (approximately \$250.00) is the responsibility of the student.
- ❖ You must pay for the cost of membership, registration and accommodations for the Annual North Carolina Ultrasound Society (NCUS) for both junior and senior years.
- ❖ You must pay for pinning festivities.
- ❖ You are responsible for all costs associated with graduation.

### **Mandatory Professional Membership**

- ❖ Students are required to become a member of the North Carolina Ultrasound Society during the first semester of the program (approximate cost \$25.00)
- ❖ Attendance is required for the North Carolina Ultrasound Society meeting/conference held once a year (during the spring semester). The cost will vary each year. Average cost is around \$380.00/person (including lodging and conference costs).
- ❖ You are strongly encouraged to join the Society of Diagnostic Medical Sonographers (National Society). Membership fees are your responsibility.

### **Medical Sonography Club / Fundraising**

- ❖ As a student in the program, you are a member of the Medical Sonography Club. A major function of the club is to raise money for club activities and community service activities. Fundraisers are to provide funding for the Medical Sonography pinning ceremony, pins, field trips, off-campus Medical Sonography professional development opportunities, the NCUS costs and etc. **You are expected to be active in your club. If, for some reason, you are unable to participate in functions, you must acknowledge that you are responsible for your portion of the club's contributions through fund raisers & community service hours that are applied to the club's resume.**

### **Copier Usage**

- ❖ The copiers in the faculty work areas are not for student use.
- ❖ There is a copier for **student use** located in the Library in the Main Building on the OCH campus. There is a minimal charge for each copy.

### **Transportation to School Activities**

Transportation to class and clinical affiliates is your responsibility. The travel time from point of residence to class or clinical assignment is not school activity time; therefore, it is your own time. You may be assigned rotation through a clinical affiliate outside your own county of residence as a requirement of the curriculum. It is your responsibility to arrange transportation to all assigned sites.

### **Electronic Communication Devices**

South Piedmont Community College is committed to fostering a learning friendly environment. Electronic communication devices can be detrimental to the learning environment. Therefore, the use of any electronic communication device in the classroom, lab, and clinical area is prohibited.

### **Academic Integrity Policy and Procedure**

SPCC's Academic Integrity Policy and accompanying procedure address student rights and responsibilities regarding academic dishonesty. This policy applies to all students, including those in distance learning courses and programs.

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes but is not limited to the following: cheating, plagiarism, fabrication/falsification, and complicity in academic dishonesty.

Cheating is an attempt to use or actual use of unauthorized materials in any format to complete an academic exercise. Cheating also includes the communication of unauthorized information during an academic activity or exercise.

**Cheating** includes, but is not limited to, copying another student's homework, class work, or required project (in part or in whole) and presenting it to the instructor as one's own work; or giving, receiving, offering, and/or soliciting information on a quiz, test, examination, or other academic exercise.

**Plagiarism** is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized according to the conventions appropriate for the assignment (APA style, MLA style, etc).

Self-plagiarism is the unauthorized use of one's own previous work without the express permission of both the instructor to whom the previous work was submitted and the instructor to whom the work currently is being submitted.

**Fabrication/falsification** is an attempt deceive the instructor in his/her effort to fairly evaluate an academic exercise. Fabrication/falsification may include presenting dishonest information related to an academic activity or exercise or creation of or altering information or citations related to an academic activity or exercise.

## **Academic Integrity**

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Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized according to the conventions appropriate for the assignment (APA style, MLA style, etc). Self-plagiarism is the unauthorized use of one's own previous work without the express permission of both the instructor to whom the previous work was submitted and the instructor to whom the work currently is being submitted.<sup>46</sup>

Fabrication/falsification is an attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise. Fabrication/falsification may include presenting dishonest information related to an academic activity or exercise; or creation of or altering information or citations related to an academic activity or exercise.

Complicity in academic dishonesty refers to intentionally giving unauthorized assistance to someone else who engages in academic dishonesty. It is the student's responsibility to learn more about how to avoid academic dishonesty. If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

### **Academic Integrity Procedure:**

It is the student's responsibility to learn more about how to avoid academic dishonesty. If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

1. The instructor, after consulting with his/her supervisor, will notify the student in writing of the details of the academic integrity violation, which may include a formal warning, a reduced grade on an assignment, or a reduced grade in the course.
2. The instructor will send the student's name, along with detailed evidence and documentation of the violation, to his/her supervisor, Dean, and the Assistant to the Vice President of Academic and Student Affairs/Chief Academic Officer (CAO) to be added to the student's permanent academic record.
3. The Assistant to the Vice President of Academic and Student Affairs/CAO will notify the appropriate Dean if there are previous documented offenses in the student's file. The Dean will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of suspension depending on the severity and number of violations.
4. The Dean will notify the student in writing, electronically, and by physical mail of the disciplinary action for the violation. Notification will be sent to the student's SPCC email address and the home address on record. A copy of the disciplinary action letter will be sent to the Vice President of Academic and Student Affairs/CAO, and the Assistant to the Vice President of Academic and Student Affairs/CAO to be added to the student's permanent academic record.

### **Inclement Weather Policy**

See the SPCC Student Handbook for Inclement Weather Policy. Clinical attendance will be determined by Clinical Coordinator and Program Director.



## **Social Media Guidelines**

The use of social media by Allied Health students can be beneficial to promote professional networking, exchange of ideas and knowledge, discussion of healthcare related topics, evidenced based practice, research and education. These benefits enhance student learning and promote professional relationships and conduct. However, the Allied Health student must understand that with these benefits comes responsibility for social media use.

Social media includes web based services that allow individuals to connect and communicate with other individuals or groups in various geographical locations. Forms of social media include but are not limited to, texting, blogging, chat rooms, video, social networking, and podcasting. Although the use of smart phones, tablets, and computers with access to the internet is allowed in the health care facility, it is beneficial for the Allied Health student to use caution with these devices and avoid inappropriate use that can be viewed as unprofessional or unethical conduct. Inappropriate use of social media includes inaccurate information, breach of patient confidentiality and privacy, and comments about health team members, faculty and other Allied Health students.

In order to minimize risks when utilizing social media, the Allied Health Department of SPCC has adopted the following guidelines. The student will:

1. Maintain patient privacy and confidentiality at all times.
  - a. No transmission of patient related images (photos) or patient information.
2. Limit use of cell phones, smart phones, tablets, computers, or any electronic communication devices with internet access to nursing practice, research, and education.
3. Refrain from posting on either a personal page or site any disparaging remarks about faculty, the healthcare team, and other nursing students, even if the individual or group is not identified. This includes threatening, harassing, embarrassing, profane, obscene, sexually explicit, racially derogatory, and homophobic or other offensive remarks.
4. Avoid online social contact with patients or former patients.
5. Refrain from stating personal opinions as being endorsed by any faculty or the college
6. Immediately report any breach of confidentiality or privacy and any inappropriate use of social media to appropriate nursing faculty.

**Violation of any of the above behaviors and those described in the SPCC Student Handbook may result in disciplinary action and possible dismissal from the Medical Sonography Program.**

## **Name/Address/Telephone Change**

Any change to your name, address, or telephone numbers, or email should be reported to the Medical Sonography Program Director, the Allied Health and Nursing Administrative Assistant, and the Office of Student Services so that your records can be kept current.

## **Withdrawal Policy**

SPCC recognizes that from time to time it may be necessary for a student to withdraw from a course. You may withdraw from any course and receive a grade of “W” following the Drop period and through the 70 percent point of the semester. You must see an Enrollment Coordinator or a counselor to complete a “Withdrawal Form.” This form must be signed by you and the Enrollment Coordinator or counselor and be submitted to the Student Records Office.

Before you withdraw from a course, you should be aware that course withdrawals:

- ❖ May forfeit your seat in the Medical Sonography program. (Withdrawing from a Medical Sonography course will automatically forfeit your seat; and you would apply for admissions to the next year’s class and begin the program from the beginning once accepted.)
- ❖ May affect your financial aid status.
- ❖ May affect your transfer grade point average.
- ❖ May affect your anticipated graduation date.

If you must withdraw from one or more classes after the 70% point of the semester, the Vice President of Student Services may grant an administrative withdrawal. To petition for an administrative withdrawal after the 70% point of the semester, you must:

- ❖ Get an administrative withdrawal request form from the Student Services Office.
- ❖ Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw.
- ❖ Submit the completed request form along with documentation at least two (2) weeks before the end of classes for the semester in question.

In cases where the Vice President of Student Services formally approves the withdrawal, a grade of “W” will be assigned.

Students who withdraw through the 60% point of the term and who are receiving federal financial aid (Title IV) are required to repay funds for which they are not eligible due to withdrawal.

Note: If the course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When withdrawing from a course with a Corequisites, both the Corequisites and the course requiring the Corequisites must be withdrawn.

# Curriculum Map

## Medical Sonography Degree (A45440) – 76 Credit Hours

### General Education Requirements

Course	Lec	Lab	Crd	Course	Lec	Lab	Crd		
<b>Communication: Choose One (1) Course</b>				<b>Fine Arts/Hum: Choose One (1) Course from Group I &amp; II</b>					
ENG 111	Writing and Inquiry	3	0	3	<b>Group I: Choose One (1) Course</b>				
				COM 110	Intro to Communication	3	0	3	
<b>Social Sciences: Choose One (1) Course</b>				COM 120	Intro to Interpersonal Comm.				
PSY 150	General Psychology	3	0	3	COM 140	Intro to Intercultural Comm.			
SOC 210	Intro to Sociology	3	0	3	COM 231	Public Speaking			
<b>Natural Sciences/Math: Choose One (1) Biology Group</b>				<b>Group II: Choose One (1) Course</b>					
BIO 163	Basic Anatomy & Physiology	4	2	5	ART 111	Art Appreciation	3	0	3
BIO 168	Anatomy & Physiology I &	3	3	4	ART 114	Art History Survey I			
BIO 169	Anatomy & Physiology II	3	3	4	ART 115	Art History Survey II			
<b>Choose One (1) MAT Course:</b>				HUM 120	Cultural Studies				
MAT 152	Statistical Methods	3	2	4	HUM 130	Myth in Human Culture			
MAT 171	Pre-Calculus Algebra	3	2	4	HUM 160	Intro to Film			
<b>Choose One (1) PHY Course:</b>				HUM 211	Humanities I				
PHY 110/110A	Conceptual Physics/Lab	3	2	4	HUM 212	Humanities II			
PHY 151	College Physics I	3	2	4	MUS 110	Music Appreciation			
					MUS 112	Intro to Jazz			
					PHI 215	Philosophical Issues			
					PHI 240	Intro to Ethics			
					REL 110	World Religion			
					REL 211	Intro to Old Testament			
					REL 212	Intro to New Testament			
					REL 221	Religion in America			

At least 25 hours\*

Students are required to complete ALL General Education courses prior to the Phase II application deadline.

### Summer Semester – 1<sup>st</sup> Year

Course	Course Name	Lec	Lab/ Clinic	Credit
SON 110AB	Intro to Sonography	1	0/0	1
<b>Total</b>				<b>1</b>

### Summer Semester – 2<sup>nd</sup> Year

Course	Course Name	Lec	Lab/ Clinic	Credit
SON 111 BB	Sonographic Physics (Pt II)	1	0/0	1
SON 121	SON Clinical Education II	0	0/15	5
SON 242	Obstetrical Sonography II	2	0/0	2
<b>Total</b>				<b>8</b>

### Fall Semester – 1<sup>st</sup> Year

Course	Course Name	Lec	Lab/ Clinic	Credit
SON 110BB	Intro to Sonography	0	3/3	2
SON 130	Abdominal Sonography I	2	3/0	3
SON 140	Gynecologic Sonography	2	0/0	2
<b>Total</b>				<b>7</b>

### Fall Semester – 2<sup>nd</sup> Year

Course	Course Name	Lec	Lab/ Clinic	Credit
SON 220	SON Clinical Education III	0	0/24	8
SON 225	Case Studies	0	3/0	1
SON 250	Vascular Sonography	1	3/0	2
SON 276	Fetal Echocardiography	1	0/0	1
<b>Total</b>				<b>12</b>

### Spring Semester – 1<sup>st</sup> Year

Course	Course Name	Lec	Lab/ Clinic	Credit
SON 120	SON Clinical Education I	0	0/15	5
SON 131	Abdominal Sonography II	1	3/0	2
SON 241	Obstetrical Sonography I	2	0/0	2
SON 111 AB	Sonographic Physics (Pt I)	2	3/0	3
<b>Total</b>				<b>12</b>

### Spring Semester – 2<sup>nd</sup> Year

Course	Course Name	Lec	Lab/ Clinic	Credit
SON 221	SON Clinical Education IV	0	0/24	8
SON 272	Advanced Pathology	0	3/0	1
SON 289	Sonographic Topics	2	0/0	2
<b>Total</b>				<b>11</b>

Students should anticipate taking classes in a sequence that builds skills needed for the degree. Reference the "curriculum map" when (1) meeting with an academic advisor and (2) registering for classes. The progression of six semesters (two years) represents a full-time course load. The College Catalog, posted at [www.spcc.edu](http://www.spcc.edu), explains admissions, registration, tuition, and student support services. It provides course descriptions. The College Class Schedule, also posted at [www.spcc.edu](http://www.spcc.edu), provides class times and locations. Use the course number from the "curriculum map" to search for class availability.

**For more information on this program of study call: in Union County: 704.290.5100; in Anson County: 704.272.5300; Toll-Free 1.800.766.0319; [www.spcc.edu](http://www.spcc.edu)**

**Visit SPCC at:**

L.L. Polk Campus, US 74, Polkton, NC 28135  
Old Charlotte Highway Campus, 4209 Old Charlotte Highway, Monroe, NC 28110  
Lockhart-Taylor Center, 514 N. Washington St, Wadesboro, NC 28170  
Tyson Family Center for Technology, 3509 Old Charlotte Highway, Monroe, NC 28110

**Mail SPCC at:**

P.O. Box 126, Polkton, NC 28135  
P.O. Box 5041, Monroe, NC 28111-5041



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## **MEDICAL SONOGRAPHY Student Handbook Contract Agreement**

I have read and understand the policies for the Medical Sonography Program as given in the Student Handbook. It is my responsibility to maintain current knowledge of these policies.

I also understand all statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. Students in the Associate Degree Nursing Program will be notified of these changes when they occur.

Student: \_\_\_\_\_  
(PRINT NAME) (SIGNATURE)

Date: \_\_\_\_\_



**L. L. Polk Campus**

Mail: PO Box 126, Polkton, NC 28135  
680 US 74, Polkton, NC 28135  
704.272.5300 or 1.800.766.0319

**Old Charlotte Highway Campus**

Mail: PO Box 5041, Monroe, NC 28111-5041  
4209 Old Charlotte Hwy., Monroe, NC 28110  
704.290.5100 or 1.800.766.0319

**Lockhart-Taylor Center**

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704.272.5400 or 1.800.766.0319

**Tyson Family Center for Technology**

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3509 Old Charlotte Highway, Monroe, NC 28110  
704.290.5100 or 1.822.766.0319

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